

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2013-08

OPENING DATE: 31 July 2013

CLOSING DATE: 30 August 2013

ANTICIPATED FILL DATE: To be determined

POSITION TITLE AND NUMBER:

Automotive Mechanic Supervisor  
D0723000  
0076343834 2T300

UNIT AND LOCATION:

145 Logistics Readiness Squadron  
Charlotte, NC

GRADE AND SALARY:

**AMENDED TO READ:** Pay and allowances commensurate with military grade. Authorized Grade: CMSgt Available Grade: SMSgt

AREA OF CONSIDERATION:

The area of consideration for this position is NATIONWIDE. Applications will only be accepted from current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Air National Guard

HOW TO APPLY: Applicants interested in the AGR position may apply by submitting an Application for Active Guard/Reserve (NGB Form 34-1).

Applications must be sent to: [145fss.fulltimejobapplications@ang.af.mil](mailto:145fss.fulltimejobapplications@ang.af.mil) to be received not later than the close of business (1600 hours EST) on the above indicated closing date. Email as one complete package...do not separate into individual attachments. Please include a current email address so that we can confirm receipt of application.

Application Packages must include the following:

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECDC.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.

**\*\*Incomplete packages will not be forwarded for consideration. DO NOT SUBMIT BINDERS OR FOLDERS.**

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: maintenance and fleet management policies and procedures; maintenance analysis activities; contract administration and evaluation; supply and inventory management; publications; technical order and material deficiency reporting systems; On-Line Vehicle Interactive Management System and Logistics Installation and Mission Support Enterprise View – Vehicle View; base supply procedures and allowances standards; training requirements and programs; Air Force manpower standards and their application; facility requirements; and Air Force Occupational Safety and Health standards.

**NOTE:** Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

MILITARY ASSIGNMENT: Assignment in an Enlisted position, 145 Logistics Readiness Squadron, NCANG, AFSC: 2T300, and appropriate military UMD grade. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training. Member must remain in the position to which initially assigned for a minimum of 24 months.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units. Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining. Performs the nonsupervisory work of the function as needed. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**DISTRIBUTION:**

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1